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ER-O-8943

10 February 1950

MEMORANDUM FOR: Assistant Director, OCD

SUBJECT: Distribution of Copies of Documents

1. What do you think about circularizing the agencies to which we distribute many documents and asking them if they really need so many copies of our publications?
2. We hope the NIS and Industrial Register are now in the process of being cut down to avoid surplus and/or duplication. In conjunction with ORE, we have been working on the distribution of the Weekly.
3. It looks to us as though some of the agencies are too acquisitive and that routine circulation once set up is rarely changed whether or not the publication or form continues to be really useful.
4. Maybe you or your Liaison Officers already have a system for checking this or could set up such a project every year or so. I am still appalled by the tonnage of paper and ink used in this town.

PRESCOTT CHILDS, Chief,
Coordination, Operations,
and Policy Staff

cc: Executive
AD/ORE
AD/OSI
AD/OO
Management

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